**Notice No.:**   97-010

**Date:**   December 26, 1997

**Applies to:**   PERS, LEOFF, WSPRS, and JRS Employers

**Subject:**   Members Annual Statements and Sequencing Information

## Members' annual statements coming in March

In March 1998, the Department of Retirement Systems (DRS) will send employers the annual statements for active Public Employees' Retirement System (PERS), Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF), Washington State Patrol Retirement System (WSPRS), and Judicial Retirement System (JRS) members for the 1997 calendar year. DRS appreciates your help in distributing them to your employees.

The following account information appears on the annual statement:

- Service credit information for 1997 (the 1996─1997 school year, for PERS education members)

- Total service credit

- The member's retirement contributions posted by DRS from January 1, 1997, through December 31, 1997. This generally corresponds to contributions for the transmittal reporting periods from December 1996 through November 1997.

- The total contributions and accumulated interest in the member's account as of December 31, 1997.

## How to determine sequencing

Sequencing is determined by the sequence control number. DRS will print your reporting group's annual statements in ascending sequence by this control number. Transactions with duplicate control numbers will be sorted alphabetically by last names.

If you do not furnish DRS with a control number for any of your employees, the statements will be sorted alphabetically by last names. If you used any of the methods below to furnish DRS with your sequencing control number last year, that number will be used again this year unless it is changed.

**To add or update** the sequence control number, you may use one of the following methods:

- **Transmittal Reporting:** If you use the new multiple record automated reporting layout, you may enter your sequencing information under the Employment Information Record in the Control No. Field and Organization Display Field. Please refer to *Technical Requirements for TRS Plan 3 Reporting* on the DRS Website, **http://www.wa.gov/DRS/employer/erpubs/0995teca.htm**, for instructions on reporting using the multiple record layout. All updates of sequencing information processed by **February 27, 1998** will be used**.**

- **Diskette:** Please prepare a 3½" diskette according to the attached specifications.

- **Magnetic Tape:** Please prepare an IBM 360/370 compatible tape according to the attached specifications.

If you opt to use a diskette or tape, please forward the attached specifications and request form to your information services staff or service bureau to assist them in creating the diskette or tape. For examples of how you might sequence your statements, please see the attached specifications. The request form and the magnetic tape or diskette must be returned to DRS by **January 30, 1998**.

## Questions?

For questions about submitting the sequencing information, or if you have not received the statements by March 27, 1998, please contact the Employer Support Services Unit at (360) 753-8696. If there are members who do not receive a statement or have questions, please contact DRS Retirement Services Division at (360) 709-4700.

Maureen Westgard-Long
Deputy Director

# 1997 DRS Notices

For a copy of a Notice, call (360) 586-4515.

| Notice No. | Applies to/ Subject matter |
| --- | --- |
| 97-001 | **All Employers** <br> Summary of 1997 Legislation. |
| 97-002 | **All Employers** <br> New Reporting Procedures When Hiring Retirees |
| 97-003 | **All Employers** <br> Contribution Rate Changes |
| 97-004 | **All LEOFF Employers** <br> New Sections to WAC 415-104/Basic Salary for LEOFF Members |
| 97-005 | **All Higher Education Employers** <br> Multiple PERS Employment |
| 97-006 | **TRS Plan 3 Employers** <br> Processing the 40 Percent Transfer Payment |
| 97-007 | **All Higher Education Employers** <br> Multiple PERS Employment |
| 97-008 | **All TRS Employers** <br> Processing TRS Plan 3 Member Information |
| 97-009 | **Political Subdivision Employers** <br> Deferred Compensation Program |
| 97-010 | **PERS, LEOFF, WSPRS AND JRS Employers** <br> Members Annual Statements and Sequencing Information |

# SPECIFICATIONS FOR
# MEMBER'S ANNUAL STATEMENTS
# EMPLOYEE CONTROL NUMBER SEQUENCE

When you provide the Department of Retirement Systems (DRS) with either a magnetic tape or a diskette containing a control number for each member, DRS will list your reporting group's annual statements in ascending sequence by this control number. In the case of duplicate control numbers, minor sort sequence will be alphabetic by last name. The control number will be printed on the bottom of the annual statement. Please see the examples on the next page.

If your choose to use magnetic tape, the tape must meet the following specifications:
1.  Tape must be IBM 360/370 compatible.
2.  Tape must be nine-track 1600 or 6250 BPI, EBCDIC.
3.  External labels should indicate:
    ~ Employer name
    ~ Employer Reporting Group Number (department number)
    ~ "Member Annual Statements Information"
    ~ Whether or not the tape contains machine-readable labels
4.  If the tape has machine-readable labels, they must be followed by a tape mark.
5.  Logical record length:     80 characters
6.  Blocking factor:   Five records per block
7.  Physical block length:     400 characters
8.  Record positions;
    01 — 04   Employer reporting group (department number)
    05 — 06   Blank
    07 — 15   Member's Social Security number
    16 — 21   Employer's special control number
    22 — 27   Organization information — optional (for display only)
    28 — 80   Blank

If you choose to use diskette, the diskette must meet the following specifications:
1.  3½" diskettes are preferable; however, 5¼" diskettes are also acceptable.
2.  External labels should indicate:
    ~ Employer name
    ~ Employer Reporting Group Number (department number)
    ~ "Member Annual Statements Information"
    ~ File name
3.  File name format: DN9999 (DN and your reporting group number)
    **NOTE:**   Please be sure the file name is included. Diskettes with incorrect file names will be returned for correction.
4.  Record length:    80 characters
5.  IBM compatible text file (ASCII TEXT)
6.  Record positions:
    01 — 04   Employer reporting group (department number)
    05 — 06   Blank
    07 — 15   Member's Social Security number
    16 — 21   Employer's special control number
    22 — 27   Organization information — optional (for display only)
    28 — 80   Blank

The following examples illustrate how you might configure your magnetic tape or diskette, and explains what the resulting sequence of your statements will be.

**Example 1:** In the following example, the employer sequenced the information by an optional organization code and then assigned unique control numbers. The control numbers and the optional display-only organization code will appear at the bottom of the members' statements. DRS prints the statements in control number sequence.

| Reporting Grp. # | SSN | Control # | Org. Code |
|---|---|---|---|
| A003bb | 569629454 | 000001 | 02 |
| A003bb | 519702386 | 000002 | 02 |
| A003bb | 450821086 | 000003 | 02 |
| A003bb | 282266466 | 000004 | 02 |
| A003bb | 519702386 | 000005 | 03 |
| A003bb | 569629454 | 000006 | 03 |
| A003bb | 364452186 | 000007 | 04 |
| A003bb | 153629454 | 000008 | 04 |
| A003bb | 733502386 | 000009 | 04 |

**Example 2:** The following information was sequenced with duplicating control numbers. DRS will alphabetically sort items with the same control number by last name before printing the statements.

| Reporting Grp. # | SSN | Control # | Org. Code |
|---|---|---|---|
| 5580bb | 553746363 | 1A | none specified |
| 5580bb | 274409430 | 1A | |
| 5580bb | 534621021 | 1A | |
| 5580bb | 533680578 | 1A | |
| 5580bb | 423620575 | 2 | |
| 5580bb | 537669562 | 2 | |
| 5580bb | 534444502 | 2 | |

**Example 3:** The following information was sequenced in terminal digit SSN order, with unique control numbers assigned to each member. DRS will print the statements in control number sequence.

| Reporting Grp. # | SSN | Control # | Org. Code |
|---|---|---|---|
| 2217bb | 569620167 | 000001 | none specified |
| 2217bb | 519700294 | 000002 | |
| 2217bb | 482940311 | 000003 | |
| 2217bb | 429160486 | 000004 | |
| 2217bb | 398370514 | 000005 | |
| 2217bb | 370461001 | 000006 | |
| 2217bb | 915721047 | 000007 | |
| 2217bb | 644522188 | 000008 | |

**NOTE:** If you have employees who are not listed on the tape or diskette and statements are printed for those employees, they will be given a control number of "000000" and those statements will be at the top of the stack of statements.

Diskettes **will be returned for correction** if they contain incorrect file names, are not in an IBM compatible text format (ASCII text), or if the data is incorrectly formatted within the file.

Reviewing your file prior to sending it to DRS may help you to avoid incorrect information being sent to DRS which may delay the sequencing process. You can review your file in a DOS text editor to make sure it is in the correct format. For Windows users, you may also review your file in Notepad or a word processor such as WordPerfect or Microsoft Word. Your file should resemble the following using the previous examples.

## Correctly Formatted

**Example 1:**       **Example 2:**       **Example 3:**

```
A003 56962945400000102
A003 45082108600000302
A003 28226646600000402
A003 51970238600000503
A003 56962945400000603
A003 36445218600000704
A003 15362945400000804
A003 73350238600000904
```

```
5580 5340794636AA
5580 5346210211A
5580 5336805781A
5580 4236205752
5580 5376695622
5580 5344445022
```

```
2217 569620167000001
```

```
2217 519700294000002
2217 482940311000003
2217 429160486000004
2217 398370514000005
2217 370461001000006
2217 915721047000007
2217 644522188000008
```

## Incorrectly Formatted

**Example 1:**

```
A003 56962945400000102  A003 45082108600000302     A003 51970238600000202
A003 28226646600000402                              A003 51970238600000503
                        A003 56962945400000603
A003 36445218600000704                              A003 15362945400000804
                        A003 73350238600000904
```

```
5580☺☺5340794636AA
5580☺☺5346210211A
5580☺☺5336805781A
5580☺☺4236205752
5580☺☺5376695622
5580☺☺5344445022
```
**Example 2:**

```
22170056962014700001
221700482940311000003
221700429160486000004
221700398370514000005
221700370461001000006
221700915721047000007
221700644522188000008
```
**Example 3:**

# REQUEST TO HAVE MEMBER'S ANNUAL STATEMENTS
# RUN IN EMPLOYEE CONTROL NUMBER SEQUENCE

| You must provide all the information requested before DRS can process your request. |
| --- |

Employer Reporting Group (Department No.) _____   _____   _____

Employer Name _____

Phone No. (_____) _____ — _____

Contact Name _____

To run member statements in employee control number sequence, the tape or diskette must meet the attached specifications and reach DRS by **January 30, 1998**.

☐     Tape information:

        Tape ID Number _____

        _____ 1600 BPI      or      _____ 6250 BPI

        _____ Labeled      or      _____ Non-labeled

☐     Diskette

Mail this form and the tape or diskette by **January 30, 1998**, to the following address:

    ATTN: ESS
    State of Washington
    Department of Retirement Systems
    P.O. Box 48380
    Olympia, WA 98504-8380